October 6, 2014

TO: Chief Instructional Officers
   Articulation Officers
   Curriculum Chairs

FROM: Pamela D. Walker
      Vice Chancellor, Academic Affairs

SUBJECT: Strategies for Meeting Associate Degree for Transfer (ADT) Goal

With the impending Fall 2014 deadline of the 100% Goal for ADTs, the following guidance is presented as potential strategies for meeting the commitment.

Background

The 100% ADT Goal states that by Fall 2014, each college will have ADTs in 100% of the majors they offer in which there is a Transfer Model Curriculum (TMC).1 Each California Community College (CCC) certified their commitment to developing ADTs on their “AA-T & AS-T 100% Goal Certification Form.”2 To date, the CCCs collectively have met 91% of the overall CCC system goal, with more than half of the CCCs at—or exceeding—their individual goal.

With the deadline fast approaching and some CCCs not yet at 100%, the System Advisory Committee on Curriculum (SACC) recommended that California Community Colleges Chancellor’s Office (CCCCO) provide guidance on the options available to all CCCs that could help them reach their goal.

Strategies for Colleges to Consider

Attached are options that have been successfully implemented at other CCCs. Please work with the CCCCO reviewer to determine if any of these options will work for the college. Send questions regarding ADTs to curriculum@cccco.edu, so that they may be routed to the appropriate staff person.

cc: Academic Affairs Division Staff, CCCCO
    System Advisory Committee for Curriculum (SACC)
    Jeff Spano, CCCCO
    Bob Quinn, CCCCO

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1 Board of Governor’s adopted goal, May 2012
2 Academic Affairs memo, November 21, 2012
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| Ensuring a faster review… | • Start a draft proposal in the Curriculum Inventory – this is a head start in preparing the record for submission, as well as indicates to the CCCC0 that an ADT is in development.  
• Contact a CCCC0 reviewer if the CCC is struggling with the double-counted units.  
• Submit a complete proposal:  
  o Narrative – Items 1 & 2 are required, Item 3 is optional.  
  o ADT Template – GE Areas are complete, omit extraneous text.  
  o ASSIST Reports – attach the correct type (AAM/BCT/GECC).  
  o Course CORs – ensure all CORs entered on the TMC Template are attached and selected in the Course Report section.  
• Address all of the items that the CCCC0 Reviewer has indicated:  
  o Scroll through the comments window to ensure all of the feedback from the CCCC0 reviewer is in view. |
| Meeting the 60-unit requirement… | • Revise the high unit courses – align the local course unit value with the TMCs course unit value. If the CCC offers a 4 or 5 unit version of a course, the CCC can submit a substantial change and create a 3-unit version of the course.  
• Increase the double-counted units:  
  o Increase the articulated units for the discipline.  
  o Utilize courses that fulfill the CSU GE/IGETC area.  
• Weigh the benefits and drawbacks of offering only one GE pattern. Though the CCCC0 recommends that both patterns be available to the student, the CCC may find that the ADT will only meet the 60-unit requirement under either the CSU GE or the IGETC pattern. Note that this option will require clear guidance for the student on which pattern to take in order for the ADT to be awarded. |
| Reassessing courses not submitted to C-ID or do not have a valid C-ID status… | • Consider whether the course that has not been submitted to C-ID or does not have an approved C-ID status is necessary for the program at this time. If it is not necessary, the course can be omitted from the proposal and then added (via a nonsubstantial change) after it has been approved in C-ID.  
• Move the non-approved C-ID course to a section of the template that requires an ASSIST Report (AAM/GECC/BCT). |
| Reevaluating the college ADT goal… | Some CCCs overestimated the number of ADTs that could be developed, while others reported AA/AS degrees in majors they did not offer. To more accurately reflect the CCC’s curricula, consider resubmitting a 100% Goal Certification Worksheet located at:  
http://extranet.cccco.edu/Portals/1/AA/Credit/AATASTCertificationFormCorrected.docx |